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ABSTRACT

This booklet contains lists of tasks intended to be used by staff support specialists in planning staff development programs for vocational educators. These task lists are to be used by staff support specialists to understand and record the tasks and activities related to the staff development program as a first step in such planning. Task lists for six staff development activities are included in the program. These lists cover inservice programs and workshops, staff recognition, sharing ideas, orientation program development for new staff members, update and renewal activities in vocational education, and preparing a year-end final report for staff development activities. The task lists are based on programs given at the Humphrey Occupational Resource Center in Boston, Massachusetts. (KC)

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THE HUMPHREY OCCUPATIONAL RESOURCE CENTER

BOSTON MASSACHUSETTS

TASK LIST

FOR

STAFF SUPPORT SPECIALIST

by

Juanita Hardrick

May 1982

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FOREWORD

Many steps are involved in the planning of an effective staff development program. Most of the responsibility for a good, workable program rests largely with the staff support specialist. A vital first step for the specialist is to understand and record the tasks and activities related to the program.

With this thought in mind I have prepared the task list included in this booklet.

Juanita Hardrick

Juanita Hardrick
Staff Support Specialist
The Humphrey Center

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DEPT: INSTRUCTIONAL DESIGN GROUP PROGRAM: STAFF DEVELOPMENT

Task No.	Task Description
	IN-SERVICE PROGRAMS AND WORKSHOPS
	A. Determine Staff Development Needs
001	-Develop an interest survey. Include specific areas, e.g., av/media, cognitive mapping, computer technology, curriculum development, pupil personal services, staff support services.
002	-Plan a schedule to administer the survey.
003	-Notify staff of survey dates by distributing printed schedules.
004	-Meet with resource people to finalize details before administering survey.
005	-Administer and collect completed surveys.
006	-Tabulate survey data.
007	-Prepare a survey report and disseminate results to staff.
008	-From the survey results, identify and rank order the staff's workshop preferences.
	B. Identify Resources, i.e., Workshop Leaders.
009	-List names of specialists and other staff who have expressed an interest in facilitating workshops.
010	-Contact and meet with tentative facilitators to match skills with training interests and needs.
011	-Finalize list of available workshop facilitators.
	C. Plan Workshops with Facilitators
012	-Refer to survey results to identify participants.
013	-Recommend and help select materials.
014	-Advise about workshop content, sequence, cost, and amount of hours required for training.
015	-Develop an appropriate evaluation form.
016	-Set date, time and place for the workshop.

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Task No.	Task Description
017	-Draft a brief description of the workshop for participants.
018	-Use workshop hand book to make sure all planning steps have been completed
	D. Publicize Workshops
019	-Draft a workshop schedule.
020	-Notify participants and other interested staff for final sign-up.
021	-Distribute a monthly workshop schedule to all staff.
022	-Publish reminders of workshop dates and titles in the Daily Bulletin.
023	-Issue special reminders following school holidays.
	E. Support Workshops
024	-Attend beginning sessions of workshops when possible.
025	-Monitor progress of programs by periodically checking with leaders: How is it going? What are your concerns?
026	-Commend staff, through an open letter, for their continued interest and participation in staff development activities.
027	-Issue certificates of appreciation to workshop facilitators
028	-Issue certificates of completion to workshop participants
029	-Summarize evaluations and return compiled results to workshop facilitators and participants.

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Task No.	Task Description
	STAFF RECOGNITION
101	-Survey staff for interest in a Staff Recognition Program.
102	-Establish a committee for developing the staff recognit on programs guidelines.
103	-Determine awards and services to be donated, if any.
104	-Secure permission from appropriate administrative staff before executing the plan.
105	-Field test the staff recognition plan.
106	-Review the process with the committee and make necessary changes.
107	-Institute staff recognition program when acceptable to all parties.

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Task No.	Task Description
	SHARING IDEAS
	A. Establish and encourage participation in special interest groups identified in the following tasks:
201	-Share effective classroom management strategies.
202	-Improve school climate.
203	-Incorporate basic skills in the instruction for vocational occupations.
204	-Develop an orientation system for exploratory students.
205	-Plan steps to support the implementation of effective workshops.
206	-Establish a staff development committee to assist in planning the in-service program.
207	-Plan steps for effective proposal development.
208	-Plan steps for all-day workshops and training sessions for use with staff as needed.
	B. Apply to tasks 201-207 (above) those steps previously listed in tasks 001-025.

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Task No.	Task Description
	ORIENTATION PROGRAM DEVELOPMENT FOR NEW STAFF
301	-Obtain a listing of all staff new to The Humphrey Center.
302	-Determine topics for the orientation program, e.g., av/media, cogniti mapping, curriculum development, PCBVE, pupil personal services, school safety and security, staff support, other.
303	-Contact and schedule resource people to in-service new staff on specific topics.
304	-Assist resource people in planning their presentations.
304	-Invite new staff to the orientation program.
306	-Introduce and monitor the orientation program.
307	-Evaluate the orientation program.
308	-Provide individual support to new staff upon request or as needed.

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DEPT: INSTRUCTIONAL DESIGN GROUP PROGRAM: STAFF DEVELOPMENT

Task No.	Task Description
	UPDATE AND RENEWAL
	A. Provide staff with information on current trends in vocational and occupational education.
401	-Review professional journals and distribute articles of interest to appropriate staff.
402	-Encourage staff to actively participate in in-service training programs.
403	-Encourage and assist staff as they implement their new learnings.
404	-Plan and post monthly in-service day activities.
405	-Maintain an updated listing of available workshop facilitators.
406	-Maintain a cumulative record of workshops which have taken place at The Humphrey Center.
407	-Assist staff to advance from over-stating problems to seeking and implementing useful solutions.
408	-Provide headmaster with a monthly update report.
409	-Utilize Key Results Planning as a system for completing tasks.
410	-Generally support all staff in fulfilling the requirements of their positions as stated in their individual job descriptions.
411	-Notify staff of changes in vocational education rules and regulations under Chapter 74 as they occur.
412	-Remind and encourage staff to participate in activities which will fulfill vocational education requirements for professional improvement.

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DEPT: INSTRUCTIONAL DESIGN GROUP PROGRAM: STAFF DEVELOPMENT

Task No.	Task Description
	PREPARE AN END-OF-THE-YEAR FINAL REPORT FOR STAFF DEVELOPMENT ACTIVITIES
501	-Draft a reporting form for workshop summaries.
502	-Issue reporting forms to workshop facilitators for completion.
503	-Collect completed workshop summary forms from facilitators.
504	-Edit workshop summary information.
505	-Alphabetize workshop summaries by title.
506	-Design a format for workshop summaries booklet.
507	-Supervise the general production of the booklet, i.e., typing, xeroxing, binding, etc.
508	-Disseminate booklet to appropriate staff.